

**REENLISTMENT CEREMONY PROCEDURES**

<b><u>DATE/TIME</u></b>	<b><u>ACTION TO BE TAKEN</u></b>	<b><u>RESPONSIBILITY</u></b>
Upon receipt of Request chit	Begin Reenlistment Checklist (Follow Checklist and keep Updates of status on a daily Basis).	DIV CC
Upon determination of details of ceremony	Prepare Reenlistment Memorandum  Ceremony must take place on Naval Station Norfolk. Contract must be returned to PSD the same day of the ceremony. Reception can take place off base.	DIV CC
Day of Ceremony: 0700	Ensure cake is ready.	DIV CC
-1hr	Go to location, ensure it is ready for ceremony.	DIV CC
-30m	Ensure photographer is ready.	DIV CC
-15m	Assemble all personnel who will attend the ceremony.	DIV CC
-10m	Escort Reenlisting Officer to the ceremony.	LCPO/DEPT CC
ACTUAL CEREMONY	BEGIN ON TIME  The Reenlisting Officer will memorize the oath of enlistment prior to the ceremony. They will welcome all guests, particularly any special guests.  Present Honorable Discharge Certificate in an award folder (with no plastic cover. Cover will be replaced by Department Career	

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	Counselor after the ceremony to prevent glare in photographs).	
	Officer who will administer the oath will raise his/her hand and indicate to the reenlistee to "Raise your right hand and repeat after me." Officer will then read the oath, allowing the reenlistee to repeat it.	
	**** Careful attention should be made to speak slowly in order that the reenlistee, who may be quite nervous, will hear the oath and be able to repeat it.	
	At the conclusion of the oath, the officer should offer his/her congratulations to the member, shake his/her hand, and join the round of applause, which will be instigated by the Department Career Counselor if necessary.	
	The officer should then place the contract on a table or some other flat surface and ask the member to sign. After the member signs, the officer will sign and give the contract to the Department Career Counselor.	
	The presentation of the Reenlistment Certificate will then take place. The officer should read the Certificate.	
	After these presentations,	

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	the officer will introduce the CO, if attending.	
	The CO will offer his congratulations, and make any other comments.	
	**** If the spouse is in attendance, the CO will present him/her with a Certificate of Appreciation.	
	The member will then be given the opportunity to make a few comments to those assembled.	
	The member will then cut the first piece of cake and turn the knife over to someone else to finish cutting the cake.	

NAVSTANORVAINST 1040.1D

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